Corrective Action Plan (Example)

Date of Monitoring Visit	Insert the Date to which this Corrective Action Plan refers.
Problem	List the finding number <eg> **Finding #X** -Initial Contact Button
Plan	Describe an approach (training, procedure change, etc.) that will be implemented to address the causes of the problem as discussed above. What is the specific goal of the plan? The plan should include: • Action Steps • Timelines • Responsible Parties

Examples:

Admin:

Finding #X -Initial Contact Button

Staff will review Chapter 5/Policy 5.1 of the State Plan. Staff will use the initial contact button at all initial certifications, or when there has been 2 months or more between certifications. Supervisors will provide training about proper use of the initial contact button. LA will refer any questions on proper use to the state office.

Nutrition:

Finding #X -Assignment of Risk Codes

CPAs will be reviewing the risk codes found in the attachments of the State Plan. The CPAs will take one risk code a week and discuss how it would be assigned in the participant's folder. The goal is that the CPAs will assign all applicable risk codes as all appointments.